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CORRECTIONS TO INFORMATION PREVIOUSLY REPORTED

Corrections To Data Submitted Electronically Or Magnetically

Replacement files will be accepted electronically via dial-up and on magnetic tape, cartridge or diskette.

Please mail correction tapes and diskettes to:

DWD - UI Wage Reporting
P.O. Box 7962
Madison, WI 53707

Please be sure to clearly label correction tapes and diskettes as replacement data and indicate the quarter/year the data replaces.

If only a few adjustments are necessary, please do not send a replacement file, but instead report your adjustment on paper as instructed below.

Corrections To Information Submitted On Paper Reports

Corrections to the NAME and/or SOCIAL SECURITY NUMBER should be specified in a letter or on separate printouts. Include and clearly define both the incorrect information and the correct information so the employee record can be located in our files.

Corrections to an employee's reported quarterly gross wages should be made using our Wage Adjustment Report. To order copies of our Wage Adjustment Report, call (608) 266-6877 or email wagenet@dwd.state.wi.us.

Mail correction letters, printouts, and Wage Adjustment Reports to:

DWD - UI Wage Reporting
P. O. Box 7962
Madison, WI 53707

DO NOT correct employee wages for a prior quarter on the current quarterly report. Enclose a separate note, letter or Wage Adjustment Report indicating the correction. Be sure to include your employer account number the social security number(s) of the employee(s) and the quarter(s) involved.

**Unemployment Insurance
P.O. Box 7945
Madison, WI 53707
(608) 266-6877**

RETURN TO: UNEMPLOYMENT INSURANCE, P.O. BOX 7945, MADISON,WI 53707